New Jersey Commission on Cancer Research (NJCCR)

Notice of Funding Opportunity

2020 NJCCR Bridge Funding Award

PROGRAM OVERVIEW

The NJCCR Bridge Award Program is designed to enhance cancer-related research at New Jersey institutions by providing funding to promising and productive investigators who anticipate a short-term interruption in funding for research projects focused on cancer prevention, diagnosis, treatment and survivorship. The goal of the program is to strengthen the competitive position of faculty members whose extramural grant applications were reviewed and scored highly but were not funded.

Letter of Intent

A Letter of Intent MUST be submitted via email to NJCCR prior to accessing the System for Administering Grants Electronically (SAGE). "*Notice of Intent to Apply*" should be the Subject Line of the email. It must be sent no later than the close of business on **September 26, 2019**. The Letter of Intent should include the name of the principal investigator, institution, title of the research project, name of the institution applied to for funding, hypothesis, aim/goal of the research and brief description (about 1-2 paragraphs) of the research.

The Letter of Intent should be emailed to: **njccr@doh.nj.gov**

A Technical Assistance Meeting will be held on **September 27, 2019.** The location and time of the Technical Assistance Meeting will be announced on the NJCCR website (http://www.state.nj.us/health/ces/cancer-researchers/njccr.shtml). This meeting will be used to review any questions and concerns about the application and SAGE process. The Date for the applications to be available on SAGE will be announced at the Technical Assistance Meeting.

AWARD

The NJCCR Bridge Funding Award will support research projects up to $200,000 total for up to 2 years. An approximate total of 5-6 highly meritorious projects are expected to be funded.

ELIGIBILITY

The applicant **MUST** have submitted a major federal grant (over 150K per year in direct costs) in the 12 months preceding this application, and that grant must have received a score (triaged proposals will not be considered for bridging).

Applicants **MUST** have a Full-Time Faculty appointment (Tenure Track and NTT Faculty).

If the submitted project has been funded by another organization after submission to this program, the applicant **MUST** notify the program administrator and the submission must be withdrawn.

Individuals are permitted to submit only one application per cycle.

Applications **MUST** be accompanied by:

a. A copy of the grant application (e.g. NIH, NSF, etc.) to be bridged;

b. A copy of the summary statement indicating the score received; and

c. A one (1) page narrative describing how the Bridge funds will be used to specifically address concerns raised by previous review panels.

Not eligible to apply: postdoctoral associates, teaching and research assistants, coadjutant appointees, clinical and adjunct faculty defined as part-time positions and visiting faculty members.

OVERALL REVIEW CRITERIA

Review criteria for the Bridge grants includes research topic, prior scores and comments as well as the extent to which reviewer comments will be addressed by the studies supported by NJCCR Bridge Funding.

The proposal will be evaluated using the following criteria:

1. Potential impact of the proposed research and hypothesis.

2. Scientific evidence supporting the hypothesis to be tested.

3. Feasibility and adequacy of the procedures to be used in the research.

4. An explicit statement of the relevance of the proposed study to cancer prevention, diagnosis, treatment or survivorship.

5. Evidence of research experience of the PI and staff in the proposed research area.

6. Reasonableness of the budget in relation to the objectives, methods, approach, procedures and data analysis proposed.

7. Evidence that support has led or will likely lead to successful external funding.

APPLICATION REQUIREMENTS & FORMAT (Bridging)

The applicant will need to upload each required document separately into the submission website. Required documents are as follows (*Use format currently required by NIH*):

1. NIH Bio-sketch for PI and key personnel.

2. Other Support – List all external and internal research support regardless of relevance to this application, including pending applications. The following must be provided:

      a. Grant numbers.
      b. Title.
      c. Duration.
      d. Amount for current year.
      e. Total valued of award.
      f. Source of support.

3. A PDF of the grant application that was scored but not funded, for which bridge support is requested

4. The Summary statement or review sheet.

5. One (1) page description of how reviewer comments will be addressed, and how the bridge funding will be used to enhance competitiveness at resubmission.

6. Budget – Allowable costs:

      a. Salary and benefits for research staff.
      b. Research supplies and other expenses, such as fees for core services.

7. Budget justification.

REVIEW PROCESS

Applications will be reviewed by a subset of the NJCCR membership and ranked based on the aforementioned criteria as well as the priorities of NJCCR.

SUBMISSION INSTRUCTIONS

Hard copy applications will not be accepted. Late applications will not be accepted. Please visit the NJCCR website for additional information:

Funding Restrictions

Please refer to Subpart H* for Allowability of Cost, which MUST be considered while planning and writing the research, and budget development:

Recipients may not use funds for the following:

- purchasing vehicles.
- travel outside of the state of New Jersey.
- food or refreshments.
- interest on loans for the acquisition and/or modernization of an existing building.
- tuition reimbursement for students**.**

*(See NJSAGE Terms and Conditions – Subpart H)

BUDGETARY OVERLAP

The NJCCR does not fund studies that have budgetary overlap with research awards supported by other agencies. Accurate and complete information on actively funded, pending and planned proposals must be provided on the application form entitled "Application for Other Concurrent Support."

NJCCR does not provide more than one grant of any type (pre/post-doctoral, bridge or pilot) to any PI's laboratory.

No more than one Bridge grant will be awarded to a single applicant over a period of 5 years.

Should funding be accepted from another agency, it is the responsibility of the Principal Investigator to notify the NJCCR immediately, and NJCCR funding will be terminated. The NJCCR is in communication with other funding agencies and reserves the right to investigate any possible overlaps.

COMPLIANCE REQUIREMENTS

Funding Authorization Number 46.99448.
Terms and Conditions for Administration of Health Services Grant.
Applicable Cost Principles - State and Local Governments, Non-Profit Agencies, Hospitals and Educational Institutions - (copy available from the NJCCR office upon request).

TERMS

All progress reports, expenditure reports and payment vouchers must be submitted through SAGE as dictated in the Contract Agreement. The NJCCR must be notified immediately if awards are not accepted or cancelled. Unspent funds must be returned within 30 days of cancellation.

INSTITUTIONAL RESPONSIBILITIES

Program administrators and/or grant managers must assure that required progress reports are submitted in a timely and accurate fashion. Failure to submit programmatic reports may delay payments.

All publications and presentations made by the awardee on the funded project should include the statement "Funded by the New Jersey Commission on Cancer Research."

Applications may be subject to the Open Public Records Act. Acceptance of this award presumes an understanding of, and agreement with these responsibilities. Failure to comply with these terms may result in grant termination.

<u>Your research institution MUST be registered on NJSAGE:</u>

Applicants are required to submit financial documents in accordance to the NJDOH Cost Controlling Initiatives. Failure to provide required documentation by the date of application submission will result in the application being deemed non-responsive. Please attach the requested documents in word or PDF to your application through the NJDOH System for Administering Grants Electronically (SAGE):

1. Valid Internal Revenue Services (IRS) 501(c) (3) tax exempt status.
2. Statement of Total Gross Revenue and/or Annual Report (if applicable). If the agency doesn't receive any other funds from the state or federal government an audit report is not required. Agency should submit the Statement of Total Gross Revenue to determine if an audit report is required.
3. Tax Clearance Certificate is to be submitted - Application for Tax Clearance can be obtained at http://www.state.nj.us/treasury/taxation/busasst.shtml (fee of $75.00 or $200.00).
4. NJ Charities Registration - If your organization is registered with the NJ Charities Registration, then each year a "Letter of Compliance" from the Division of Consumer Affairs must be obtained. All registered charities must renew their registration yearly. For more information contact the Division of Consumer Affairs. Forms can be found at: http://www.njpublicsafety.com/ca/charity/charfrm.htm

Applicants must register with NJSAGE as a "New User" at the following website address: www.sage.nj.gov **.**

Instructions for each applicant to set up a user account on NJSAGE must be followed as below and completed on SAGE in order to be considered for the grant award.

Set-up New User NJSAGE Account

At the login screen, click on the New User link. Complete the **Contact Registration Information** form and click **SAVE**. All fields marked with an asterisk (*) are mandatory.

Username: Letters and numbers - 5 to 20 characters *(example: abattle1, alb12)*
Password: Letters and numbers - 7 to 20 characters

New User Validation

When the form is completed, you will be returned to the login screen. Notify your organization's Agency Administrator or Authorized Official so they can validate you as a new user for your agency. Please note you will not be able to log into NJSAGE until you are validated by your organization.

Validating Users (for Agency Administrators and Authorized Officials)

An organization's Agency Administrator (AA) or Authorized Official (AO) must give new users access in NJDOH SAGE. The following instructions are for AAs and AOs only.

Log into NJDOH SAGE, scroll below **My Information** to **My Organization** and click on the name of your agency. Your agency's information will appear. Find and click on the **Members** tab. In the **Search** field, enter the name of the person you wish to add to your agency. When you locate the correct person check the box next to their name, select a **Security Role** from the dropdown menu, and enter a **Start Date**. Click **SAVE** to associate the user with your agency and validate them.

Instructions for New Agencies: Contact Cynthia Satchell-Gore at 609-633-8009

1. Complete the FORM for Adding Agency Organizations Into NJSAGE.
2. Identify your validated Authorized Official, or if none, have the Authorized Official register as a new user. The new user (Authorized Official) will be validated when the organization is validated and assigned to the organization.
3. Sign a *hard copy* of the FORM for Adding Agency Organizations Into NJSAGE and submit it via FAX or as an email attachment to Cynthia Satchell-Gore at:

    a. FAX number: (609) 633-1705; or
    b. Email address: Cynthia.Satchell-Gore@doh.nj.gov.

NOTE - If you have previously established a user account in NJSAGE, please do not complete this process again. Your Organization information has already been established.

For assistance in NJSAGE you may also email OIT-SAGEhelpdesk@oit.nj.gov.

PAYMENTS

Payments will be made quarterly after the submission and approval of quarterly expense report. All reports are submitted through the SAGE system. All expenditure reports must be submitted through SAGE. **A final expenditure report must be submitted through SAGE no later than 60 days after the end of the award period.** The report must have the signature of the financial officer of the institution. The Commission or its designated representative reserves the right to audit accounts at any time.

PROGRESS REPORT

Progress reports must be submitted every six (6) months for the entirety of the award period. The due dates will be provided at a date to be established and will coincide with the expenditure report due dates. The progress reports are a summary of research performed during the reporting period. The summary should be technical but targeted to a general scientific audience. It should be sufficiently detailed such that the research activities over the award year are clearly articulated. Figures and references may be included if appropriate. The report should not exceed three (3) pages

A detailed Final Progress report must be completed by the faculty mentor/mentors no later than 60 days after the end of the award period. The Final Progress Report must summarize the outcomes achieved as a result of the Bridge Grant. The Final Progress Report must also be submitted through SAGE.

IMPORTANT DATES: ·
     RFA Release Date: **September 12, 2019**
     Submission Date for Letter of Intent: **September 26, 2019**
     Bidder's Conference: **September 27, 2019**
     Application Open Date: **October 1, 2019**
     Application Closeout Date: **November 1, 2019**
     Notification of Award: **December 20, 2020**

Please note:

A. For problems experienced with the electronic submission website (SAGE), please contact **Cynthia Satchell-Gore at (609) 633-8009.**

B. For additional inquiries on the application, please contact **Candido.Africa@doh.nj.gov.**